

## **DEPARTMENTAL BUDGET INFORMATION LAW DEPARTMENT (32)**

### **STATEMENT OF PURPOSE**

The Law Department helps support the Mayor's vision of transforming the government of the City of Detroit to the Next Detroit by applying the guiding principles of the Next Detroit. The Law Department strives to maintain structural balance by aligning costs with revenue, while improving services.

The Law Department provides exceptional and efficient legal counseling and representation to the Executive and Legislative branches of City government, as mandated by the City Charter.

### **DESCRIPTION**

The Law Department is headed by the Corporation Counsel, who is appointed by the Mayor. The Law Department is comprised of five divisions: 1) Administration, 2) Governmental Affairs, 3) Litigation, 4) Labor & Employment, and 5) Commercial. Each division, with the exception of the Administration Division, is responsible for a discrete area of the law and is made up of several sections.

The Law Department is required, by Charter, to represent the City of Detroit in all civil actions or proceedings filed against the city. The Corporation Counsel may also prosecute any action or proceeding in which the city has a legal interest when directed to do so by the Mayor. The Corporation Counsel is the city prosecutor and shall institute, on behalf of the people, cases arising from the provisions of the charter or city ordinances, and prosecute all actions for the recovery of fines, penalties and forfeitures.

The Law Department is also responsible for providing advice and opinions to the Mayor,

a member of City Council or the head of any city agency; approving all contracts, bonds and written instruments; and drafting, upon the request of the Mayor or any member of City Council, any ordinance or resolution for introduction before City Council.

### **MAJOR INITIATIVES FOR FY 2007-08**

The City of Detroit Law/ITS section is in the process of completing a pilot-scanning project. This project was created for the purpose of electronically storing agency files and correspondence received in response to Freedom of Information Act (FOIA) requests. The records room staff has been assigned the task of scanning, saving the information and creating a Legal Key and Legal Edge matter number for each folder.

Files/correspondence received by the department will be scanned onto a server. After which, the records room staff will enter the files into Legal Edge and Legal Key assign the files a new matter number. Upon completion of this process, files scanned onto the server will be placed on removable media. The records room staff will then identify the scanned, completed folder with the Legal Edge and Legal Key systems and put the removable storage away for safe keeping. The files from the agency departments will then be returned.

### **PLANNING FOR THE FUTURE FOR FY 2008-09, FY 2009-10 and BEYOND**

The department is continuously examining best practices of the legal industry to enhance department operations.

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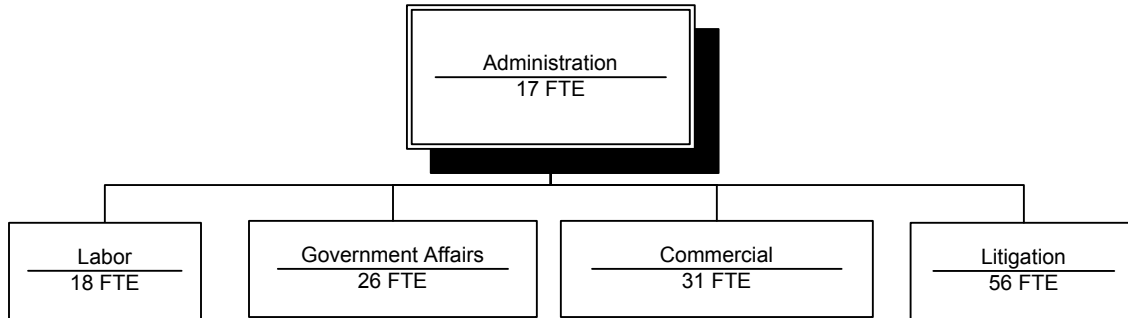
The department has established the appropriate supervisory staff ratios as a result of a department-wide workforce analysis. This will help the department streamline and fine-tune its operational practices for the future fiscal years, along with the continuous efforts to reduce operational costs now and into the future.

Both Federal and State Courts are moving towards total electronic filing of pleadings and documents. To that end, we see a need for the digitization of documents, both in the

Law Department and other city departments. This would allow for easy and more economical access, transferring and storage of City records, by both City departments and the public.

This would save a tremendous amount of money in costs; enable citizens to purchase documents from the appropriate departments on-line; and avoid time-consuming and costly, Freedom of Information Act (FOIA) requests.

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**PERFORMANCE MEASURES AND TARGETS**

<b>Type of Performance Measure:</b> List of Measures	<b>2006-07 Actual</b>	<b>2007-08 Projection</b>	<b>2008-09 Target</b>
<b>Inputs: Resources Allocated or Service Demands Made</b> Percent of professional staff attending at least one external training program per year	100%	100%	100%
<b>Outputs: Units of Activity directed toward Goals</b> Percent of timely responses to written assignments	96%	96%	98%
<b>Outcomes: Results or Impacts of Program Activities</b> Percent of clients rating department services satisfactory or better Levels of revenue collections *	97% \$1,000,000	97% \$1,000,000	98% \$1,000,000

\*Includes collection of bankruptcy, Municipal Parking, Income Tax, Property Tax, General Accounts Receivable, General Fees and Utility users tax delinquencies; and environmental cost recoveries.

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**EXPENDITURES**

	2006-07 Actual Expense	2007-08 Redbook	2008-09 Mayor's Budget Rec	Variance	Variance Percent
Salary & Wages	\$ 9,016,549	\$ 10,237,425	\$ 10,525,374	\$ 287,949	3%
Employee Benefits	5,742,907	6,746,480	6,587,917	(158,563)	-2%
Prof/Contractual	1,474,824	2,565,234	2,593,771	28,537	1%
Operating Supplies	362,341	409,456	409,456	-	0%
Operating Services	2,572,509	2,578,803	2,487,578	(91,225)	-4%
Capital Equipment	46,058	87,500	87,800	300	0%
Fixed Charges	1,998	-	-	-	0%
Other Expenses	132,737	40,000	32,000	(8,000)	-20%
<b>TOTAL</b>	<b>\$ 19,349,923</b>	<b>\$ 22,664,898</b>	<b>\$ 22,723,896</b>	<b>\$ 58,998</b>	<b>0%</b>
<b>POSITIONS</b>	<b>134</b>	<b>142</b>	<b>148</b>	<b>6</b>	<b>4%</b>

**REVENUES**

	2006-07 Actual Revenue	2007-08 Redbook	2008-09 Mayor's Budget Rec	Variance	Variance Percent
Sales & Charges	\$ 532,935	\$ 2,969,357	\$ 2,540,000	\$ (429,357)	-14%
Miscellaneous	124,611	180,000	180,000	-	0%
<b>TOTAL</b>	<b>\$ 657,546</b>	<b>\$ 3,149,357</b>	<b>\$ 2,720,000</b>	<b>\$ (429,357)</b>	<b>-14%</b>